CNM>

Cooperative for Teaching & Learning

2017-2018

Faculty Guidebook

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Welcome to CNM

This guidebook will serve as a reference, and assist you in your primary responsibility of teaching, by addressing many of the concerns you may have about:

- o rules
- o policies
- o procedures
- o who's who
- o resources
- o contingency plans
- o tips for teaching

This guidebook augments, but does not replace, the Governing Board Policy Handbook, CNM Employee Handbook, Collective Bargaining Agreement, Student Handbook, and the CNM Catalog, all of which take precedence over this document.

This guidebook was adapted from the Applied Technologies Faculty Guidebook by the Cooperative for Teaching and Learning (CTL) New Faculty Support Team (NFST). For the most up-to-date information on policies and procedures at CNM, please refer to the CNM website or talk to your Faculty Chair or Associate Dean.

Tips for New Faculty

Welcome

Your first few weeks of teaching may seem daunting, overwhelming and challenging. Hang in there. As you become more familiar with CNM's rules and regulations, policies and procedures, the pace will become more manageable and agreeable. Refer to this Guidebook often. This valuable resource was created to provide information, insight, and answers to support your continued success at CNM.

Getting Started

After attending orientation, you will need to get your textbooks and ancillaries, the master course syllabus, and the name of your Faculty Chair.

Check with your school's Administrative staff for your office assignment and the office phone number to put on your syllabus. Also, find out how to use the voice-mail system you will use in your office.

Your school's Administrative staff is a valuable resource for information about supplies, equipment, audiovisual needs (Audio Visual Services), and facilities. Find out how to access your classroom and arrange to obtain keys and alarm codes immediately. If you teach in a computer lab, arrange to find out about logins, passwords and directory locations from a program colleague. Should you have questions regarding any operational or practical matters, ask any administrative staff, who will direct you to the proper resource or person. **Refer to Addendum B: "How to Survive and Thrive: Essential Preparations".**

Essentials

Review CNM's Philosophy of Learning and Teaching, included herein, as you prepare your individual course syllabus, modeled after the relevant master syllabus. Be sure your syllabus contains all of the required sections the students (and others) will be expecting. Check with your Faculty Chair to find out where the electronic copies of master syllabi are stored in your School.

Many of the procedures outlined in this guidebook are completed through *myCNM* and the Web for Faculty site. A Web for Faculty Guide is found as Addendum D to this guidebook.

Staying Informed

Check your CNM e-mail often. You will receive e-mails with important deadlines or requests, College and School information, and student correspondence.

CNM Stats

A uthorized by the State Legislature in 1963, CNM, formerly TVI, opened officially on July 1, 1965. Its goal was to provide adults with marketable skills and the related education needed to succeed in an occupation. This remains CNM's mission. CNM has grown in the past forty years to become the largest institution of higher education in the state.

That was then; this is now

The Institute's first classes were held for 150 students in a vacated elementary school building, surplus army barracks, and cottages. Since then enrollment has increased to more than 28,000 students who attend classes at seven sites: Main campus, near Albuquerque's downtown business district and UNM; Joseph M. Montoya campus (JMMC), in the far northeast heights; a full-service facility on the Westside at Universe and Irving (WS); the South Valley campus (SV) in Albuquerque's southwest quadrant; Advanced Technology Center (ATC) located near I-25 and Alameda and The Rio Rancho Campus is located in Rio Rancho's City Center—close to Rio Rancho City Hall, Santa Ana Star Center, Hewlett Packard, and UNM West. The Workforce Training Center (WTC), at 5600 Eagle Rock NE, also hosts classes as needed but primarily offers non-credit training.

CNM's first 21 years were devoted to offering certificate and diploma programs in business, technologies, and trades as well as continuing education courses in these areas. The major expansion in mission came in 1986 when the New Mexico Legislature gave CNM the power to grant associate degrees. Approval by the CNM Governing Board quickly followed and the Institute's move toward becoming a community college began.

CNM Structure

CNM Academia is divided into six separate schools. School specific policies and procedures may vary, so it is important to attend individual school and/or department meetings as directed by Administration. Brief descriptions of the individual schools and their programs are as follows:

The School of Adult & General Education (SAGE) helps students progress in their academic and career pursuits through a variety of support courses and programs. Courses are offered in a variety of formats (collaborative, self-paced, distance) so that students can choose the course that best fits their learning style. Developmental education courses are graded credit (CR) or no credit (NC). Adult & General Education offers day and evening courses at all campuses as well as distance learning courses. Programs include: College Success Experience, Developmental Education, English as a Second Language, English for Speakers of Other Languages, and GED Preparation.

The School of Applied Technologies (AT) includes students, industry partners and skilled teaching professionals, coming together in an environment of, relevant applied

learning. Their aim is to enable students to gain the technical knowledge and skills to further their career, educational, and personal goals. Programs include: Advanced Systems Technology, Apprenticeships, Architectural/Engineering Drafting Technology, Automotive Technology, Aviation Technology, Carpentry, Construction Management Technology, Construction Technology, Diesel Equipment Technology, Electrical Trades, Film Technician, Geographic Information Technology, Heating, Ventilating, Air Conditioning and Refrigeration (HVAC), Landscaping, Machine Tool Technology, Manufacturing Technology, Metals Technology, Photonics Technology, Plumbing and Gas Fitting, Surveying Engineering, Transportation Technology, and Truck Driving.

The School of Business & Information Technology (BIT) offers certificate and degree programs that provide knowledge and skills in a variety of business and technology related fields. Their programs prepare students for direct entry into the workplace upon completion of a certificate or degree program. Associate of Arts programs are transfer degrees which allow students to substantially meet lower-division program requirements for Bachelor degrees in those fields. Programs include: Accounting, Baking, Business, Business Administration, Computer Information Systems, Culinary Arts, Culinary Fundamentals, Food Service Management, Hospitality and Tourism, Integrated Studies, Medical Office Assistant, Office Assistant, Office Technology, and Technology Management and Training. BIT also offers the following IT academies: Cisco Academy for Network Administration and Oracle Academy for Database Technology.

The School of Communication, Humanities & Social Sciences (CHSS) provides liberal arts courses which support six degree and certificate programs, including the Associate of Arts degree in Liberal Arts and General Studies. All courses are transferable to other degree-granting institutions as freshman and sophomore electives or requirements. Programs include: Alternative Teacher Licensure, Anthropology, Child, Youth and Family Development, Communication, Criminology, Early Childhood Multicultural Education, English, Fine Arts, History, Liberal Arts, Political Science, Psychology, Sociology, and Teacher Education.

The School of Health, Wellness & Public Safety (HWPS) is committed to providing a positive learning experience to improve, enrich and expand opportunities in our student's lives. They offer credit and noncredit programs that lead to certificates, associate degrees and skill upgrading. Most programs have prerequisite classes and required courses that must be completed with a grade C or better. Although some of the programs are open enrollment, many of the programs require an admission or application process for admission. Programs include: Cosmetology, Criminal Justice, Dental Assisting, Diagnostic Medical Sonography, Emergency Medical Services, Fire Science, Fitness Technician, Health Information Technology, Medical Laboratory Sciences, Nursing, Nursing Assistant, Paralegal Studies, Pharmacy Technician, Radiologic Technology, Respiratory Therapy, Surgical Technology, and Veterinary Technology.

The School of Math, Science & Engineering (MSE) provides a strong academic curriculum in support of students pursuing certificate programs, associate degrees or planning to transfer. A wide variety of courses in Astronomy, Biology, Biotechnology, Chemistry, Computer Science, Earth and Planetary Science, Engineering, Geography,

Mathematics, Natural Science, Nutrition and Physics are offered. Most courses are transferable to other degree-granting institutions as freshmen and sophomore electives or requirements.

College and Career High School. In fall 2013, CNM and Albuquerque Public Schools teamed up to open a high school on CNM's Main Campus (S building). The new school will provide students with a curriculum that focuses on dual credit opportunities, allowing students to graduate from high school with a CNM certificate, associate degree or enough college credits to enter a university as a junior.

Our Guiding Principles

CNM Vision

Changing Lives, Building Community

Mission Statement

To create educational opportunities and community partnerships while pursuing a level of community college excellence that is worthy of local and national recognition.

Core Values

Caring, Civility, Excellence, Hope, Integrity, Leadership

Strategic Direction

Student Success: Ensure learning and support that promotes student persistence in achievement of education and training goals**.**
- Implement and measure the impact of strategies to promote student retention and success. In support of CNM Value: Caring
- Identify and implement strategies to support successful student completion and transfer. In support of CNM Value: Caring
- Increase number of degrees and certificates awarded. In support of CNM Value: Caring

Community Success: Lead and support high value workforce and community engagement.
- Advance CNM as a leader in workforce and economic development. In support of CNM Values: Excellence and Caring
- Timely, relevant, honest assessment of diverse community needs, and agility to respond. In support of CNM Values: Leadership and Hope
- Identify and nurture strategic partnerships. In support of CNM Value: Leadership

Organizational Excellence and Innovation: Define CNM as a high quality organization and transformational workplace.

- Advance the quality journey to measure and improve performance outcomes, to promote evidence-based decision-making, and to promote a culture of accountability. In support of CNM Values: Leadership and Excellence
- Advance a culture for caring and responsive support and service. In support of CNM Values: Respect and Caring
- Create and sustain a diverse system for growth, development and support of employees. In support of CNM Values: Respect, Caring and Hope
- Clarify and articulate the distinct and dynamic identity of CNM. In support of CNM Value: Caring

People, Places, & Things

CNM Administration

CNM President

Dr. Katharine W. Winograd

Vice President for Academic Affairs

Dr. Sydney Gunthorpe

Deans
For up more information see Academic Affairs website address at:
http://www.cnm.edu/depts/academicaffairs
- SAGE - LouAnne Lundgren
- AT - John Bronisz
- BIT - Donna Diller
- CHSS - Erica Volkers
- HWPS - Tamra Mason
- MSE – John Cornish
- WTC - Diane Burke

Associate Deans
- SAGE - Kenneth Chavez and Amy Christensen
- AT - Michael Cranney and Amy Ballard
- BIT - Dawn Addington and Barbara Johnston
- CHSS - Paula Smith Hawkins and Zachary Shank
- HWPS - John Blewett and Michael Voss
- MSE - Philip Carman and Linda Martin

Chairs
For more information see Academic Affairs website address at:
http://www.cnm.edu/depts/academicaffairs

Faculty Offices

On Main campus your office space will be designated by your school administration or faculty chair. All keys to offices, desks, and cabinets are checked out from must be returned if you leave CNM's employment, at the end of a term if you are not teaching the

same course next term or as indicated by school administration. If you are teaching at one of the other campuses (Advanced Technology Center, Joseph M. Montoya, Rio Rancho, South Valley, Westside, or Workforce Training Center), campus administrative staff will designate your office/cubicle space. Please keep in mind that space may be shared with other faculty.

Duplicating Services

For large copy requests, use the Duplication and Postal Center (DPC). They are quick and efficient, and provide many printing services. Contact them via email describing the project to Ray Smith (rsmith143@cnm.edu) or Sal Duran (sduran@cnm.edu), or call them at extension 44554. The DPC is located in the Physical Plant building next door to the Security Office. The DPC also has offices at the WS and Montoya campuses. A cost account number associated with your program is required for processing your copy request. Contact the Administrative staff in your school for this account number.

Alternatively, you can access the copiers located at all campuses. Some copiers are located in rooms that require a password, a swipe card, and/or door key. Check with school or campus Administrative staff for access. For more information go to the CNM website address at: http://www.cnm.edu/depts/duplicating-postal-center

Faculty ID Cards

Photo identification cards are obtained at Main Campus from the Student Services Center (SSC 109), Montoya Campus (TW Building, Room 207), South Valley Campus (SV-40), and Westside Campus (WSII, Room 104). IDs are required and should be kept on your person when you are on campus. They are also required to check out items from the libraries, to access the workroom and certain classrooms, and to get discounts from the bookstore. Please encourage your students to obtain ID cards during the first week of classes. For more information go to the CNM website address at: http://www.cnm.edu/depts/student-activities/id-office

School Calendar

The schools of Applied Technologies (AT), Business Information Technology (BIT), Health, Wellness & Public Safety (HWPS), and Adult and General Education (SAGE) have two 15-week terms (fall and spring). In addition, a 12-week summer term and many parts of term (POT) (12 weeks, 8 weeks, 6 weeks, 5 weeks) are offered. The year's instructional calendar is published in several forms, but the catalog gives it in detail, including holidays and breaks between terms.

Academic Year Calendars can be found here

http://www.cnm.edu/depts/marketing/academic-calendars

Dates to Remember

Published each term, "Dates to Remember" is just that: a list of important dates, deadlines, and meetings. Updates are made to the webpage that can be accessed from the CNM homepage at: https://www.cnm.edu/student-resources/class-schedule/important-dates-and-deadlines

Electronic Mail

Outlook Mail

All faculty need and are expected to access Outlook e-mail accounts. Usernames and passwords are assigned after the Human Resources orientation. An Information Technology Services (ITS) representative will help you get your account set up on your office computer. You can also access your account via the web at: http://owa.cnm.edu. Issues with email, computer labs and computers should be addressed to ITS Service Desk. servicedesk@cnm.edu or 224-help.

Mailboxes/Mail

When paper correspondence is addressed to you, you'll find it in the mailbox assigned to you by your school's or campus administration. Mailbox assignments may be changed each term so check for your name to identify which is yours.

Inter-campus mail is delivered by courier Monday through Friday. Place material in a brown Campus Mail envelope and leave it in the appropriate bin in the faculty work area for pick up. Be sure to specify which office and campus your delivery is for.

Supplies

Your school or campus administrative staff can help you procure supplies such as stationery, folders, tablets, pens, pencils, and chalk.

> NOTE: Always carry chalk or white-board pens with you to class.

For supplies that must be ordered you will follow your individual school's policy.

Phones

All offices and faculty areas have telephones and all are on the same system with a 224-prefix. Dial the five digit extension when using a campus phone to reach an extension or dial 9 and the phone number for an off-campus line.

Employees are provided with Avaya voice mail. Faculty and staff can be reached from an off campus phone by dialing 224-4000 and entering the five digit extension. Your Avaya number (extension) and password, as well as instructions, will be provided to you

by school Administrative staff. After you have a password, dial 224-4801 (or 44801 on campus), then follow instructions to check messages. All of your voice mail messages show up in your CNM email account, so you don't need to call the number above to access your voicemail messages. Additional information can be found online at:

https://www.cnm.edu/depts/its/tutorials/telephones/index.html

Tools & Tricks of the Trade

Philosophy of Teaching and Learning

We believe that learning occurs best in a positive learning environment with a teacher who serves as a facilitator of learning. The learning environment shall be physically comfortable; promote mutual trust and helpfulness; accept individual differences; and acknowledge the experience of learners.

We also believe that learning is promoted when the learner is ready to learn, accepts responsibility in the learning process, participates actively in the learning process, and is committed to making progress toward achieving goals.

We further believe instructors should—

- involve students in the learning process

- help students clarify their learning needs

- stimulate intellectual curiosity

- create a climate conducive to learning

- project a positive attitude about students' ability to learn

- recognize students as individuals

- listen attentively to what students say

- be responsive to student needs

- convey to students an attitude of mutuality with regard to the enterprise of learning

- state student learning outcomes and implement appropriate means for students to meet outcomes

- present ideas clearly and respectfully

- present updated materials and information in a prepared and well-organized manner

- use a variety of teaching/learning methods

- give corrective feedback promptly to students

- develop mutually acceptable criteria and methods for measuring progress toward the learning outcomes

- communicate effectively with students, colleagues, administrators, and community leaders

- use community resources

- maintain currency in their fields of expertise

Master Course Syllabus

All courses have master course syllabi written by faculty members. Master syllabi are to be used by all part-time and full-time faculty. These documents help to maintain consistency in the department's curriculum and facilitate transferability to other institutions and accreditation for many vocational programs.

Some parts of a master syllabus may not be changed when creating an individual course syllabus including: course description, texts, objectives, CNM attendance policy, and CNM grading scale.

The required textbook must be listed and used. Instructors may **add** to the course description, objectives, and material covered **but not delete from it**. All syllabi must have a list/schedule of assignments and due dates for the term. Master syllabi are available electronically.

See an Associate Dean or the Faculty Chair if you have any questions regarding the nature or use of master syllabi. Every time you teach a course, request a copy of its master syllabus which you will use to create your individual syllabus. Master syllabi are reviewed and revised regularly, chiefly when new textbooks are chosen for a course. Workshops in individual syllabi writing are available.

For an example, the AT Master Course Syllabus can be found as Addendum A to this guidebook

Textbooks

Texts are selected by the faculty. Additional materials for courses may be listed on the book order form as optional or required. The school's administrative office or the Faculty Chairs compile these forms for the student textbook order and submits the order to the campus bookstore.

Instructors may advise students that certain books are available from sources other than the campus bookstore; however, because some grant and scholarship recipients MUST buy their books at the CNM bookstore, an order should be placed with the Bookstore for all texts and materials needed for the course. Follet, which is the company that runs the CNM bookstore, has an exclusive contract with CNM so instructors may not list other sources for books on the class syllabus.

Faculty members are issued texts for courses taught. All issued textbooks, teacher guides, reference books or other materials remain property of CNM and must be returned upon termination of employment with the college or if you are no longer teaching that course.

Textbook Adoption Policy:

You may review the Academic Affairs Textbook Adoption Policy at http://www.cnm.edu/depts/academicaffairs/AA_pdfs/AA_Textbook_Adoption_Procedure_final.pdf. Check with your Faculty Chair for your department policy.

Individual Course Syllabus

Each course section you teach must be given a syllabus that follows the master course syllabus. One syllabus for each different course you teach is kept on file to answer questions students and others have about your course.

All students should receive a copy of your syllabus on the first day of classes, or when they enroll in your class, so take extra copies with you through the first two weeks of the term. After the enrollment period ends, you may want to refer any student who needs another copy of the syllabus to your course website **by adding files to Blackboard (Learn) for the course**. Posting a copy in Learn will avoid the need to make more copies.

Protect yourself and the department by ensuring that every student in every section receives a syllabus. You should also go over the syllabus with your students. Many of them, especially those new to college, do not realize how important this document is.

CNM Attendance Policy

Federal regulations require that institutions participating in Title IV financial aid programs monitor student attendance. You must show on your grade or attendance sheets how you monitor student attendance.

1. Students who do not attend the first class session without notifying their instructor, or who miss two consecutive class sessions in the first week may be officially dropped by their instructor. Classes that meet only once a week are counted as two consecutive sessions.

2. If you do not drop students for non-attendance during the first week, it is your responsibility to drop all "no-shows" at the end of the second week of term.

3. As occasions arise, you may drop students for non-attendance up to the last day to drop as published in the department calendar.

4. Students may be determined no longer to be in attendance if they are absent for 15% or more of the course. Faculty must include attendance requirements in course syllabi. It is just and proper to include in your syllabus this sentence: Students should not assume they will be dropped automatically.

5. It is the individual instructor's prerogative to permit or disallow students to exceed the limits of this absence policy. Be sure that you treat all students equally and fairly under this policy.

6. Students are notified of instructor drops by mail and are required to contact the instructor within 2 working days of receipt of the drop notification if they disagree with the action. Students who disagree with the instructor's action to drop should discuss the matter with the instructor in an attempt to resolve the issue; however, the instructor's decision is final.

7. It is a student's responsibility to officially drop a course. Students who do not officially drop a course and receive a grade of F or NC and are unable to withdraw due to circumstances beyond their control (e.g. hospitalization, military service) may

appeal in writing to the Director of Admissions and Records. The appeal along with supporting documentation must be submitted by the end of the following term.

8. If you have a tardy policy, state it clearly and unequivocally in your syllabus.

9. The attendance procedures and policies are different for ESL and GED classes that are taught in SAGE. Please meet with the Faculty Chair for instructions on how to record attendance for these grant-funded programs.

SUMMARY: Take attendance each class period. Keep a record of absences in a legible form. Drop students, applying the rules consistently. Turn in attendance records with final grades.

Assigned Classrooms

In the event of an emergency, the administration and the staff must know where to contact you and your students. Therefore, you must let the administrative staff know AHEAD of time if your class will be meeting somewhere other than its assigned classroom.

- Computer labs, libraries, cafeterias, museums, offices, parking lots, field trips, etc., are considered to be "somewhere other than the assigned classroom."
- Faculty are required to attend all class sessions regardless of where they are held.

Waitlists

If a class is full (closed), students may put their names on an "electronic waitlist." Registration Waitlists will be turned off about two days before the start of the Part of Term (POT) for the class. In other words, they turn off the Friday before the week the class begins, whether the class starts on Monday, Tuesday, or even Saturday.

Be sure to print out your Wait List (logon to *my*CNM → Faculty & Advisors-→, Web for Faculty→Summary Wait List), before it disappears.

You may use this Wait List as a guide for whom to give permission to register late for your class. However, being on the Wait List does not guarantee registration in a class. Instructors can fill out on online form available in *my*CNM during the first week of registration to allow late registration. Students cannot register late by themselves. They need instructor permission.

Class Overfill Policy

Beginning on the first day of the term, faculty members may overfill classes. However, some departments have a "no overfill" policy, so make sure you check with your Faculty Chair or Associate Dean about this. It is never okay to overfill by more than 5 students, as this will likely cause a problem with seating and with fire codes. No one is ever required to approve overfills.

Overfills are done through the course management tools in Web for Faculty. You will need the student's name and CNM ID number in order to do this. **If it is past the registration date, you will also need to fill out a late enrollment form found online in *my*CNM.**

Procedure completed using: *my*CNM > Faculty & Advisors > Web for Faculty

Late Enrollment

Instructors may approve extensions to the registration period on a limited basis by signing Late Enrollment Forms. These forms are available to faculty only online this first week of classes. It is important to follow your individual school's policy for late enrollments.

Guidelines for processing late enrollment are listed below:

- Faculty is under no obligation to grant late enrollment for a class.

- To process a Late Enrollment Form, go through the "Web for Faculty" tab in *my*CNM. Instructors can email the form to registration during the first week of the POT. (part of term) If it is after the first week of class, the student and the faculty member must fill out a Student Registration Appeal Form and submit it to the Associate Dean of the school for processing. The form can be found on the [Academic Affairs Key Processes](#) website.

- If granting the extension to a student will result is overfilling the class, enter a capacity overfill for the student through "Web for Faculty" prior to filling out the online Late Enrollment Form to Registration.

- If the student's name does not appear on your class roster prior to the next class session, please ask for a copy of his/her class schedule, check your class list on the Web for Faculty system, or call the Registration Center at 224-3214 to verify enrollment.

If you have any questions regarding **Late Enrollment Forms**, please call the Main Campus Registration Center at (505) 224-3214.

Procedure completed using: *my*CNM > Faculty & Advisors > Web for Faculty

Dropping Students

You may drop students for non-attendance by using Web for Faculty. Note the date(s) on which you dropped students so that your grade book provides an accurate record of such transactions. The CNM website says "Enrolled students who miss the first class meeting and have not contacted the instructor or who miss two consecutive class meetings in the first week may be dropped from the course." Please note that when dropping students, you will need the last attendance date in Web for Faculty. The link to attendance policies at CNM is: http://www.cnm.edu/student-resources/academicrecords/indexed/attendance.html

The link to the important dates and deadlines is https://www.cnm.edu/student-resources/class-schedule/important-dates-and-deadlines

Procedure completed using: *my*CNM > Faculty & Advisors > Web for Faculty

Discipline Problems

It is usually not the case, but occasionally you may be confronted by a student with whom you have difficulty. Often these difficulties are based on misunderstandings which can be resolved if they are discovered. Both you and the student need to be willing to discuss the problem and to change. If any issues that arise that are threatening or disruptive to your classroom, contact the Dean of Students Office at (505) 224-4342, 1-800-453-1304, toll free. For issues that are threatening, Security should be notified by calling (505) 224-3002.

Each problem you encounter is unique and must be handled individually, but there are some generalizations that can be made about how to respond to behaviors that you have decided are disruptive, inappropriate, or undisciplined. The following general stages should guide your responses.

- ❑ Focus on behaviors, not the person
- ❑ Document the stages as you go through them
- ❑ Consult the CNM Student Handbook
- ❑ Ask for help from an Associate Dean
- ❑ Document the behaviors of all students in the class and one-on-one meetings

Documentation

All matters pertaining to discipline in the classroom must be documented.

Include the following:

- ❑ Date
- ❑ Time
- ❑ Place
- ❑ Description of behaviors or summary of comments by student
- ❑ Summary of discussion concerning behaviors
- ❑ Outcome of that discussion
- ❑ Short statement concerning the rest of the class's appropriate behaviors and its reaction to the disruptive behavior

(The last item is necessary to prove that your focus on the student with disruptive behaviors is not discriminatory but that you assess all students' behaviors.)

These notes need not be detailed initially, but you may need them later as a basis to provide a more detailed accounting of what transpired. Students have the right to

appeal according to the procedures set forth in the Student Handbook, and your notes will probably become a factor in the appeal process.

In your note, do NOT use words such as *seem, appear, believe, feel,* or *might.* Do not try to describe your feelings, diagnose the behaviors, or recommend counseling or treatment of any kind. Stick with descriptions of behaviors and conversations as they relate to appropriate classroom etiquette.

For more information see the Dean of Students website at: http://www.cnm.edu/depts/dean-of-students/about.html and http://www.cnm.edu/depts/deanofstudents

Final Exams and Exam Schedule

If students claim that conflicts might prevent them from taking your final at its scheduled time, ask for documented evidence or refer them to an Associate Dean.

Students with more than 3 exams in one day may make arrangements with their instructors to take an exam at a different time during final week. In such situations, instructors should NOT give an Incomplete but should consult with the student and with other instructors to decide which final can best be rearranged. You may encounter students who need to take exams in a special setting (e.g., DRC in the Student Services Building); you will receive paperwork to fill out for such students.

Determine your exam schedule early and put exam dates and times on your syllabus.

Student Drop-Off and Pick-Up of Finals

PLEASE do not ask students to drop off or pick up work at your mailbox, on your office door, or in a box by your office. In the past, loss of privacy (not to mention FERPA violations), pilfering, and exuberant custodial work have created problems.   Instead, have your students see you during your office hours or the next term.

You do not have to return finals. You may allow students to bring a SASE if they want finals or other papers returned.

Grades

It is required that all instructors maintain accurate records of student grades.   You are responsible for maintaining your own grade records. It is also recommended that final grades be submitted prior to the grade deadline.

For more information see the Academic Key Processes at: http://www.cnm.edu/depts/academicaffairs/AA_key_processes.html

Grade Books

CNM does not provide grade books to faculty. You can download the class roster from *myCNM* into an Excel-based grade book. Workshops will be offered to help you

facilitate this. You may also download a grade book from the Microsoft web site. They have several, and some are designed for college classes.   All classes at CNM have a Blackboard Shell which can be used for recording grades. If you are teaching online, print off a copy of your grades in Blackboard and maintain this copy for your own records. All grades must be kept by faculty for a **minimum of one academic year.**

In general:

❑ Indicate a final letter grade for each student (do not assign pluses or minuses). Note: SAGE Classes are all Credit/No Credit.

❑ Record all graded assignments

❑ Record attendance (to verify student drops or withdrawals from class)

❑ Include all students on your grade book

❑ Show the last four digits of the student's ID number next to their name (when utilizing your own format for a grade book)

At the end of the term AND BEFORE THE DEADLINE, you must enter your final grades through Web for Faculty through *my*CNM. This can be done from any computer with Internet access.   The deadline for entering grades is **48 hours after the end of the class**. If you have a course that meets for only part of the term, grades are due within 48 hours of your last scheduled class.   The deadline is critical for several reasons: One, students are entitled to know their final grade on the published date; two, financial aid, student academic suspension, VA benefits and many other things are affected by the deadline; and three, not meeting the deadline is considered a serious breach of college policy. All instructors must meet the deadlines for turning in grades**. No exceptions will be made!**

Grading workshops are offered in the fall and spring terms.

For more information see the Academic Key Processes at: http://www.cnm.edu/depts/academicaffairs/AA_key_processes.html. Procedure completed using: *my*CNM > Faculty & Advisors > Web for Faculty

Incompletes

The grade of "I" (incomplete) is assigned rarely and in exceptional cases only. In no case should it be used to avoid a failing grade or to allow extra time to complete work normally expected. Typically, an "I" is assigned to a student who experiences a serious illness, injury, or emergency during the final week of a course which he or she was passing at the time of the emergency.

The student must make up the work in a manner acceptable to the instructor no later than the 10th day of the term following. If the grade of I has not been cleared by then, it will automatically be changed to F or NC. If another grade is to be assigned, it is the instructor's responsibility to submit a grade change. All changes to student's grades

should be recorded in your grade book. When in doubt, DON'T give an incomplete (ask an Associate Dean).

Grade Posting

Students can find out their grades in the student link in *my***CNM**. Although students are eager to learn about their grades as soon as possible, CNM policy states that instructors may NOT post finals or course grades, in hallways or on office doors. This is a FERPA violation.

If you and your students want to communicate about grades before they are officially available, you may ask your students to provide you with a self-addressed, stamped envelope. (Postcards may violate privacy laws). If you choose this option, be sure to specify how students are to label the envelope and the deadline for getting it to you.

The same can be done for final exams but postage may be more expensive. In no case will CNM pay to mail these items to the students. The student is responsible for putting the postage on the envelope.

Grade Verifications

Issued after grades are turned in, grade verifications require that you change any errors to appropriate grades. The grade verification form, for each class you teach, will be sent via e-mail.

Incompletes may be changed on this form as well.

Grade Changes

The easiest way to change a grade is at the time of the grade verification process described above. However, grades may also be changed by turning in a grade change form obtained from *my***CNM**. This grade change process is much more efficient (i.e., requires fewer signatures) if it is completed before the 10th day of the following term.

Procedure completed using: *my*CNM > Faculty & Advisors > Faculty Forms

Grade Appeals

Policy and procedures for grade appeals are in the catalog. For more information on the process see: www.cnm.edu/depts/academicaffairs/GradeAppealProcess110912.docx.

Office Etiquette

Many of you (both Full- and Part-Time) share office space with other instructors and, as a result, it is important to be considerate of these individuals. Please keep in mind the following:

1) If you are conversing with one or more colleagues or students in your office and there are other instructors present who are working privately, please be considerate of the volume of your conversations. It's great to have an energetic and impassioned conversation or debate with your fellow officemates but please be aware that others in the office may need that time to prepare for class, do grading, etc.
2) It is preferable to not have students take make-up tests/quizzes in your office. For reasons similar to those above, it is not the optimal environment for test-taking if there are others in the office talking. Please make use of the testing center for make-up exams, etc.
3) We all know that office space is limited for Part-Time Faculty and, as a result, several people share the same desk, computers, etc. It is important that you make sure you have finished your work and left that desk when someone else is scheduled to be using that space. I know that this seems obvious but I have heard of situations in which instructors have remained at their desks helping students well into the time slot allotted to another instructor.
4) Students should not be in an office if the instructor is not present.
5) <u>Never</u> give office door codes to <u>any</u> student!

Classroom Etiquette

1) Once your class has ended, please make sure that the whiteboards and/or blackboards are cleaned for the next instructor coming into the room. If you have rearranged the seating arrangement of the room, then please return it to the "standard" arrangement once class is finished. Of course, we do have certain rooms in which the desks are arranged in "pods" so the desks should remain in that configuration in those rooms.
2) While many students may wish to speak with you once your class has ended, please remember that the incoming Instructor for the next class may need some time to set up demo equipment, put assignments on the board before the start of class, etc. If you will need more than a couple of minutes to speak with students after class, then please exit the classroom and meet with the student(s) in your office or some other convenient location so that the students and instructor in the following class may enter and have sufficient time to get settled.
3) Although classes should conclude at the scheduled end time, we all know that class can sometimes go a couple of minutes over. Please be patient if you are waiting for a class session to end so that you may enter the room and set up for your own class. On the other hand, please do not keep your students significantly past the scheduled end time as they may have to go across campus for their next class. Keeping your class 5-10 minutes overtime may not give students sufficient time to get to their next class and it leaves little time for the following class and instructor to get situated.

Professional Topics

Office Hours

Full-time faculty
Full-time faculty are required to schedule and be present for Office Hours. Because Office Hours are a time for you to see your students and address their individual needs or concerns, it is recommended that you hold Office Hours on the campus where you teach at a time adjacent to your class time. In addition, full-time faculty are expected to perform service to the college (committee work, special projects, etc.) and be on campus a minimum of 30 hours per week as defined in the Collective Bargaining Agreement.

Part-time faculty
Part time faculty may not be required to hold office hours. Ask your Faculty Chair about the policy for office hours for Part-time faculty. However, you are asked to make yourself available to students who need assistance. Let your class know if you will arrive to class early or stay late to address needs.

Office hours will need to be posted on the Web for Faculty site through *my*CNM. See Addendum D for details.

For more information see the Academic Key Processes at: http://www.cnm.edu/depts/academicaffairs/AA_key_processes.html. Procedure completed using: *my*CNM > Faculty & Advisors > Web for Faculty

Faculty Leave:
Substitutes, Outside Assignments, Cancellations

The State, CNM, and the students expect faculty members to start classes on time, use the full class period, and meet for every class period of the term, including the final exam period. However, if you are unable to attend a class, for any reason, please contact your school's administration office and inform them of the dates and times of your absence.

- The administrative staff will ensure that information concerning class cancellations is posted on classroom doors at all campuses.

If you know of an absence in advance (at least one class meeting before), you have two options:

1. **Substitute coverage: STRONGLY ENCOURAGED!** Find out the appropriate procedures for getting a substitute from your Faculty Chair.

2. **Outside assignment:** This should be used **only** if a sub cannot be found and if you have prior approval from an Associate Dean or in some schools from the Faculty Chair.

An outside assignment can be given to your students at least one class meeting before your absence: explain the nature of the work the students are to complete on their own and what they are to bring to the next class meeting as evidence of completing this work.

Of course, if you are not in class, you are not paid; if you have enough leave to use, you may use that. Otherwise, your pay will be docked at the appropriate rate for the hours missed (including office hours missed). Please exhaust all the possibilities for obtaining a substitute before scheduling an outside assignment or canceling a class.

You must submit a Leave Request through web for faculty and will be asked to name your substitute.

3. **Emergency Cancellation: If an unexpected illness or personal emergency arises:**

   a) Notify the school's Administrative Office as soon as possible in advance of the absence.

   b) If you call during office hours, the office staff will place a cancellation notice on the classroom door.

Electronic Leave completed using: *my*CNM > Instruction Tab > Web for Faculty Box > Faculty Leave Request Form

Professional Development

The purpose of professional development at CNM is to improve service to students, the community, and the college. Professional development provides the opportunity for ongoing professional and personal development for all college employees and promotes a climate of excellent teaching, professionalism, and life-long learning. CNM's Cooperative for Teaching and Learning offers many courses of interest to faculty. The CTL website is http://www.cnm.edu/ctl. Events can be found by viewing the CNM Events Calendar at http://calendar.activedatax.com/cnm/CalendarNOW.aspx.

Faculty Evaluation Process

The faculty evaluation process forms and procedures can be found in the Academic Affairs Key Processes website at http://www.cnm.edu/depts/academicaffairs/AA_key_processes.html.

Full-Time Faculty Teaching Review

The purpose of the annual FT faculty evaluation or teaching review is to encourage excellence in teaching. It is designed around the fundamental assumptions that each faculty member is a self-motivated professional who cares about being an effective

instructor, meets the basic job requirements, and interacts with students and colleagues appropriately.

The evaluation and review process, created by a CNM-wide faculty committee, centers on the recognition that effective teaching can occur in diverse ways.

The role of administration is to support faculty members in their efforts to be successful educators. To that end, professional development opportunities are presented on an ongoing basis.

All full-time faculty members will be involved in the annual faculty evaluation/teaching review. Though designed in part as a faculty development tool, this evaluation also meets the College's requirements for employee evaluations.

For more information see the Academic Key Processes at:
http://www.cnm.edu/depts/academicaffairs/AA_key_processes.html

Part Time Faculty Evaluation

The part time faculty evaluation procedure is designed to ensure quality of instruction at CNM by providing meaningful and useful feedback to instructional personnel. A new process for part-time faculty evaluation was created in the fall of 2013.

For more information contact your Associate Dean or review the process and instructions at:
http://www.cnm.edu/depts/academicaffairs/PTFacultyEvaluationProcess08272013.pdf
http://www.cnm.edu/depts/academicaffairs/PTFacultyInstructions.pdf

Student Evaluations

During the term, your students will receive an email invitation to complete an electronic student evaluation form for each class in which they are registered. After the end of the term, you will be notified that the evaluations are available for review. Include the summaries in your evaluation or teaching review.

For more information see the Academic Key Processes at:
http://www.cnm.edu/depts/academicaffairs/AA_key_processes.html

Tuition Waivers
The College offers educational benefits to support and encourage professional development among employees.

A regular full-time employee is eligible to apply for waiver of CNM tuition, registration fees, and technology fees for up to 12 credit hours per year.

A regular part-time employee is eligible to apply for waiver of CNM tuition, registration fees, and technology fees for up to four credit hours per year.

Courses must be taken concurrent with a teaching assignment. Tuition waiver forms are available from your school's administrative office and must be approved by the Dean or an Associate Dean. For more information see the Human Resources page on benefits at:

https://www.cnm.edu/depts/hr/benefits/educational-benefits/tuition-and-fee-waivers-for-employee-dependents

Form: https://www.cnm.edu/depts/hr/benefits/benefits-forms/tuition-and-fee-waiver-form

Collegiality

Take the time to introduce yourself or to engage in informal conversation with your colleagues. Make the effort to get to know your colleagues, especially those with whom you share office hours so that you can, at least, identify them when you answer the phone and, at best, make some new friends.

Publications

Please contact the Marketing and Communications Office (MCO) if you have an item for inclusion in CNM publications. Special class events, outstanding students, or department/college collaborations should be sent to MCO in order to obtain press coverage.

For more information see https://www.cnm.edu/depts/marketing/marketing-publicity-services

CNM *"Express"*

The *"Express"* is an institutional publication for faculty and staff which gives information on campus activities. Watch for it in your Outlook email!

CNM Chronicle

The student newspaper, the *CNM Chronicle*, is published regularly throughout the school year and is available free on all campuses.

Dollars and Sense

CNM's Years

CNM uses different dates for measuring entities. The fiscal year determines your payroll dates; the Professional Development Plan year indicates the reporting period for your annual plan; the academic year reflects your contract dates:

Fiscal year: July 1-June 30

PDP year: May 1 – April 30

Academic (contract) year: September 1-August 30

Faculty Load and Compensation (FLaC)

Faculty acknowledge course assignments through *my*CNM.
Process completed using: *my*CNM > Faculty & Advisors > Faculty Compensation Acknowledgement

Full-time / Part-time Faculty Timesheets

All faculty are required to electronically submit timesheets to Payroll **only** if there are any exceptions to their normal pay/time, i.e., you used leave time or added additional work hours (subbing, for example).

1. **Docked pay when you miss a class**

    a. Another instructor substitutes for you.

    b. The class is canceled.

2. **Additional pay when**

    a. You substitute for a colleague.

    b. You have supplemental pay on an Extra-Comp Participation Agreement.

For more information see the Academic Key Processes at:
http://www.cnm.edu/depts/academicaffairs/AA_key_processes.html

Absences/Leave

All faculty members accrue leave; however, any planned use of leave must be pre-approved by the Dean or Associate Dean. Planned sick leave also requires pre-approval (doctor appointments, surgeries, etc.). Sick leave for an emergency does not need pre-approval but does require that a Leave Request form be submitted. Please submit your absence forms in a timely fashion in order to streamline the payroll process. In the event of illness or emergency, call your school's administrative office as soon as possible.

FT and PT employees are entitled to sick leave as described in the CNM Employee Handbook and as specified in the Collective Bargaining Agreement.

For more information see the Academic Key Processes at:
http://www.cnm.edu/depts/academicaffairs/AA_key_processes.html

Getting Your Paycheck

You will receive a payroll calendar at the beginning of each term, outlining the pay period start and end dates. Paychecks or direct deposits are distributed every other Friday except during holiday periods or intersession periods.

You may choose among three options for receiving your earnings: direct deposit, personal pick-up from the office, or U. S. mail. Direct deposit is the preferred and most cost-effective method.

You can download the direct deposit form at http://www.cnm.edu/facstaff/busoff/docs/REV_Direct_deposit_Form_FEB09.pdf. The form and voided check for checking account deposit, or a deposit slip only for savings account deposit will be needed. Check with your payroll representative in your school to complete and turn in the direct deposit form. Pay checks will be automatically deposited into your account on the pay period Friday before 5:00 p.m. Direct deposit statements are sent to you by email the Wednesday prior to payday. It takes a minimum of two pay periods for direct deposit to be established.

For the other two paycheck options, please notify your school's administrative staff.

Substitute Pay

Substitutes—regardless of their full- or part-time status, or the status of the instructor for whom they substitute—are paid at the rate of not less than $27/hour (see part-time collective bargaining agreement). FT instructors will be paid only if the class for which they are substituting is not held during their regular office hours or other duty hours. No flex time will be granted for substituting. The instructor must indicate the name of the substitute on his/her leave request. Any instructor who substitutes for a colleague should notify the Main Administration Office in his/her school.

For more information see the Academic Key Processes at:
http://www.cnm.edu/depts/academicaffairs/AA_key_processes.html

Insurance

A variety of insurance coverage (life, health, accident, dental, vision, hearing) is available to FT faculty, and to PT faculty teaching at least half time (more than 7.5 contact hours). For more information, contact Human Resources (224-4600). For more information see the Human Resources page at: https://www.cnm.edu/depts/hr

Non-Standard Class Supplies

If you need something for instructional purposes that your school does not supply, contact your school's administrative staff to see if such a purchase can be approved. Remember that you cannot simply go buy something and expect reimbursement. The process does not work this way.

More People, Places, and Things

Many services are available from CNM to make your teaching job easier or to save you time. The following are some of these.

Distance Learning

The CNM Distance Learning Department provides support for all distance learning faculty using CNM learning management system, Blackboard. Each term the distance learning staff offer workshops and webinars related to technology tools and Blackboard tools. Distance Learning staff are located on four campuses.
http://www.cnm.edu/student-resources/distance-learning/

Individual appointments for help on designing an online course or learning online tools can be made by contacting the DL Specialists. For up-to-date information about the names of the Distance Learning Specialists, please refer to the DL webpage below.
http://www.cnm.edu/student-resources/distance-learning/about

Service Learning

Service Learning is the combination of community service and classroom instruction, with a focus on critical, reflective thinking as well as personal and civic responsibility. Service Learning allows instructors to integrate classroom instruction with student service to the community at selected CNM approved agencies while providing a structured time of reflection for students. For more information about Service Learning, refer to the website at http://www.cnm.edu/depts/service-learning

Duplicating & Postal Center (DPC)

DPC is located in the Physical Plant Building next door to the Security Office at Main Campus (224-4554), at Montoya Campus in K-104 (224-5822) next door to the MSE Office in the K building, and at Westside Campus in the Shipping & Receiving area in WSII (224-5353). Hours of Operation: Main Campus, Monday through Friday, 7:00 a.m. – 5:00 p.m., JMMC & WS, Monday thru Friday, 8:00 a.m. – 5:00 p.m.

Copying Service

The DPC is equipped to handle your copy request with their high volume black & white and color copiers and their large format printer that produces posters and banners.

For your convenience, use the same day copying service when you need any of the following (must be fewer than 1,000 copies):

- Single or double sided copies of multiple originals
- Color or black-and-white copies
- Stapled
- Collated
- Three-hole punch

If your documents meet the criteria listed above and are received by the DPC before 11:00 am, the work order will be ready for customer pickup after 4:00 on the same day.

If your duplicating request requires special items such as binding, laminating or folding, it may take up to two working days to complete the order and three days before you receive it if we have to deliver. A cost account number is required for these requests and costs are charged to your program budgets.

Quiz & Exam Security

All quiz and exam materials are secured documents and will be handled by full-time staff only. Work studies are not privy to these orders. Work orders MUST be delivered and picked up by the faculty member (I.D. required for pick-up). All work orders will be shrink-wrapped for their protection

Electronic Services

High quality copies and a faster turnaround time without the need of an original hard copy is a service that is available at DPC. See the DPC website for specifics (http://www.cnm.edu/depts/dpc/), but in general you need to email the request, attach your document, and leave the rest to them. **If you need a special copy request— outside the realm of exams or syllabi—which might incur extra costs, contact your school's Administrative Office for approval before sending in the order**.

Audiovisual Resources (AVS)

AVS has a large stock of multimedia aids for your classes. Visit or call AVS at Main for a complete list of available items and services.

AVS also has several COW (computer on wheels) units that may be reserved for classes. The COW includes a laptop computer, external drives, a projector, and a VCR. AVS can also assist if a microphone or sound system is needed.

AVS maintains staff at all campuses to directly address faculty needs. To view AVS office locations and contact information please follow this link: https://www.cnm.edu/depts/audiovisual

Learning Resources Center (LRC) aka The Library

See the library web site, (cnm.edu/depts/libraries/), for the full variety of services offered. Instructors may check out books for the term from all campus libraries (with your CNM ID). To do so, fill out the card in the book with your name and "Faculty". Also available from the Main Campus Library is a card permitting you to use UNM's libraries. (Our students also have borrowing privileges from UNM; you may want to remind them of this.) Take the card to Zimmerman Library first before using any other facility. If you are on a campus without a library, you can request books and have them delivered to that campus.

If you need to have the library acquire books and magazines to help support courses you teach, provide titles to the librarian. There is a form for single title requests, but, if you have a large number, list them with title, author, publisher, and ISBN. All basic library services are provided at Main and JMMC: reserve, interlibrary loan, bibliographic search, and more.

The library website also has instructions for requesting a library instruction session for your class.

Please do not ask to have a copy of your textbook put on reserve in the library. These materials are given to us free by publishers and cannot be used by the students.

Tutoring Services:

Assistance Centers for Education ACE, ext. 44306
Website located at: http://www.cnm.edu/depts/ace

ACE provides learning support at all CNM campuses by offering one-to-one and small-group learning assistance, reinforcing classroom concepts, fostering independent thinking and helping develop problem-solving skills. ACE is part of the CNM Libraries and Educational Resources. Services are available free to students. ACE is certified by the College Reading Learning Association and certified tutors are available to help student in a variety of subjects.

ACE offers a variety of tutorial services to students in all Schools, from drop-in tutoring to scheduled appointments to online tutoring.

ACE provides several computer labs and classrooms to support both in-class and out-of-class computer needs.

ACE connects new and returning students with additional services such as Achievement Coaches and targeted study groups and workshops.

Open Computer Labs

There are open computer labs for CNM students on all campuses. The software available and days and hours of operation will vary from campus to campus, and may change from term to term. Familiarize yourself with the location, days and hours of

computer labs on the campus where you are working and share this information with your students. Link = http://www.cnm.edu/depts/tutoring/computer-labs

Assessment Center

ACT, GED, and other tests are administered to students throughout the year for a minimal cost.

The campus-wide placement test, Accuplacer, is also administered through the Testing Center for free. Students who have not taken the Accuplacer test should be directed to the Testing Center for their placement test. They may be denied access to certain classes if they have not been tested.   http://www.cnm.edu/depts/testing

Disability Resource Center

Main: SC208 – 224-3259
Monday - Friday: 7:00 a.m.-5:00 p.m.

JMMC: H121 - 224-5946
Monday - Friday: 8:00 a.m.-5:00 p.m.

The Disability Resource Center assists students with documented physical, mental, learning, visual, speech, or hearing disabilities. You will receive information from the student about his or her disability and how you can accommodate the student's disability. You will not be asked to compromise the integrity of your course. Check with an Associate Dean or call DRC with questions.

DRC also provides reader-writers for students who are registered with them. Again, call if you have questions about the reader-writer's role in your classroom. American Sign Language interpreters are also available. For more information see: http://www.cnm.edu/depts/disability-resource-center

Counseling, Advisement, Admissions, and Registration

Counseling Resources
https://www.cnm.edu/cnm-community/community-resources/counseling

Academic Advising through Connect Services helps students plan what courses to take for specific majors. They discuss students' Accuplacer scores and in which courses students might best meet their educational goals. For more information see: http://www.cnm.edu/depts/advisement

Admissions and Registration (224-3160) are just what their names imply: students fill out admissions paperwork and register for classes. Hours: MON – THURS: 8:00 a.m. – 5:00 p.m.*, FRI: 8:00 a.m. – 4:00 p.m. *Extended 1 hour during 1st two weeks of classes.

All campus locations open Mon-Fri: 8:00 a.m.-5:00 p.m. Hours extended during peak enrollment. For more information see:
http://www.cnm.edu/depts/enrollment/registration

Bookstore

There are 3 CNM Bookstores located at Main, JMMC, and Westside. The main telephone number is at Main (243-0457). The bookstores carry required texts for courses as well as supplies, magazines, and spirit items with the CNM logo.

If you have problems with texts or students tell you the Bookstore is "out of 'them,'" please contact your school's Administrative Office or an Associate Dean. They will contact the Bookstore and determine if the text is unavailable and when it is expected to arrive.

Although you can send students to other sources for their texts and materials, many students are required by their financial aid to purchase their books and supplies from the CNM bookstore. For more information see: http://www.cnm.edu/student-resources/bookstore

Snow Days

Wondering what to do on a snowy day?   Call the snowline at: **224 —4SNO (4766)**

To see how a two-hour delay affects classes go to the website:
http://www.cnm.edu/depts/marketing/weather

Security Assistance

For all situations requiring security (including room opening), dial 224-3002 from any campus (43002 from a campus phone).

Security also provides Escort Services to your car at night if you feel at all unsafe. They can also assist with other emergencies. Call Security at 224-4632 to arrange a meeting time and place.

For more information see http://www.cnm.edu/depts/security/security

Parking, ext. 51622

Searching for a parking spot on any campus after 8:00 a.m. is often a frustrating experience. The lot adjacent to Smith Brasher Hall on University Blvd is free, but fills quickly. All other lots are gated or paid lots that require a parking permit. All CNM parking lots require a CNM Parking sticker, whether free or open. Main Campus Parking Permits may be purchased for certain lots by the term. CNM parking stickers can be obtained from the Safety and Security building. Dates are published on the CNM homepage and an e-mail is sent to all CNM announcing permit purchase dates and rates. A shuttle service is available for persons who park at the UNM south parking lots. Meter parking is available in all unsecured CNM lots at Main Campus. Albuquerque Police Department patrols the public lots and will ticket anyone violating handicapped parking rules or fire lanes rules.

For more information see http://www.cnm.edu/depts/parking.

Discounts and Software Checkouts and Purchases

Several local business offer discounts to the CNM Community. Please view the current list of available discounts at:
http://www.cnm.edu/depts/hr/current_employees/index.html.

The Office of Information Technology Services (ITS) offers a great benefit for CNM Employees, the ITS Service Desk has software for CNM Employees to purchase for a nominal fee, or software for checkout *(checkouts must be returned)*.

For more information about software checkouts and purchases, please visit
http://www.cnm.edu/depts/its/requests/helpdeskservices/softwarecheckout.html

Classrooms

Maintenance and Repair

The Facilities department is in charge of keeping classrooms and other CNM facilities clean and functional. If something is missing, broken, dirty, or otherwise unsatisfactory about your classroom or its furniture, ask Administrative staff to submit a work order form to alert Facilities that there is a problem.

Locked Classrooms

If a classroom is locked, please notify security or follow individual school/campus policies. You may also call Security dispatch at 224-3002 or 224-5134 for assistance. If you haven't done so already, contact your school's administrative staff to help you obtain a key or have your ID programed to open your classroom.

Special Requests for Classroom Use

When you want to reserve a classroom for special use (e.g., a review session, an extra class meeting), please ask and don't just use an empty room. You must fill out the

online form to reserve a room at
http://www.cnm.edu/depts/academicaffairs/aes/Events.html

Evacuating Buildings

In the event of an emergency, you will be alerted by an alarm, office staff member, or security personnel to evacuate the building. Go to the designated area for your building and take roll of your students.

> **NOTE: We may have fire drills. Every emergency is real! Please help by moving students into the parking lots. Do not re-enter the building until told to do so by security.**

If you are teaching:

- ❑ Tell your students to leave the building immediately, using the stairs or appropriate exit and taking all personal property (Back-packs, purses, coats) with them.

- ❑ Tell the students to move completely away from the building into the parking lots—a minimum of 300 feet from the building.

- ❑ Make sure all of your students leave the room.

- ❑ Check other rooms as you leave to be sure others know about the evacuation.

- ❑ After you leave the building, move all students into the parking lots (even if it's raining).

- ❑ Be sure to help students with special needs.

If you are in your office:

- ❑ Check all offices around you to be sure others know of the evacuation.

- ❑ Help supervise the evacuation.

- ❑ Leave the building by the stairs or appropriate exit and move into the parking lots.

Security will give notice when it is safe to re-enter the building.

Hazardous Materials

CNM complies with federal government regulations established by the Hazardous Materials Information Act, also known as the "Right to Know" act. As an employee, you are entitled to know where information regarding hazardous materials at the work place is stored, how to access this information, and so on.

In some cases, you will be trained in the use of materials and equipment related to such materials' uses. Such training is required and specific to certain positions. All training sessions must occur at the time of employment and be updated annually. Some faculty members may be asked to help with inventory of hazardous materials.

Recycling

Paper recycle bins are available in the areas with copy machines. The blue bins are for white paper only. Recycle bins for plastic and aluminum are available outside of campus buildings.

Mediation

Mediation Services are available for professional issues that have culminated in conflict. Call Human Resources if you want to use the confidential service of trained mediators (224-4600).

Wellness Center

The CNM Health Center is located in the Student Services Center 206-A, on Main Campus. It is open weekdays from 8:00 a.m. to 4:45 p.m. The Wellness Center is a great place to exercise and stay healthy. Students, staff, and faculty are welcome to use the facility. http://www.cnm.edu/depts/health-center

Available Exercise Equipment

- 2 Treadmills
- 1 Elliptical trainer
- 1 ClimbMax stair climber
- 2 Stationary bicycles
- 1 Fluid Rower machine
- 2 Functional Training Machines
- Free Weights 3l — 60 lbs.
- 1 Workout bench
- 2 Mats

Addendum A - AT Master Course Syllabus

COURSE SYLLABUS [*Semester Year***]**

Course Number/Name:		**Section Number:**		**CRN:**		
Class Day(s):		**Class Time:**				
Class Location:		**Course Credits:**				
Prerequisite: Corequisite:						
Instructor:		**Email:**		*******@cnm.edu		
Web Address: [Optional]						
CNM Phone/Voice Mail:	224-XXXX, ext. XXXX	**Other:**				
Office Hour(s):	*[Please list all your office hours on each syllabus.]*			**Office Location:**		

Texts & Supplies

Required text: [Insert title], [Insert primary author/editor], [Insert publisher], [Insert edition/year], [Insert ISBN # (optional)]

Supplies: [Important for students with third-party funding]

Printing:
PaperCut is an element of the sustainability effort at CNM. Its purpose is to reduce paper usage. Each student has an online account with an allotment of 150 pages of free printer pages per term. If this allotment runs out, additional pages may be purchased by the student. For more information, go to the PaperCut website: http://cnm.edu/papercut.

Course Description

[Insert exactly as noted in http://catalog.cnm.edu/.]

Student Learning Outcomes

Students completing this course will:
1. [Insert outcomes exactly as noted in the Master Course Outline found in the Public Folder in Outlook or on the   AT Intranet via the appropriate Program of Study.]
2.
3.
4.
5.
6.

Attendance/Tardy/Withdrawal/Drop Policies

[Instructors must clearly state an attendance/tardy/withdrawal policy in their syllabus. An example is: Any student who is absent more than fifteen percent of the total class hours may be dropped from the class. Absences do not relieve a student from course assignments. [DL courses may need special wording.]

To avoid interrupting or distracting the class, students are expected to be prompt for each class. Class will begin promptly at the time scheduled. Students who arrive to class more than _____ minutes late will be marked tardy. _____ tardies will equal one absence. It is the student's responsibility to drop/withdraw from the course in order to avoid a grade of "F." Important dates, deadlines and the last day to drop this course can be found at http://www.cnm.edu/depts/enrollment/registration/importantdatesanddeadlines.php

In the event CNM is on a delayed schedule, classes meeting prior to the announced start time will not meet. Classes scheduled to meet for 45 minutes or more after the announced start time or starting at or after the announced start time will meet. In the event CNM closes during the last week of the class, the final grades for students may be calculated on all work assessed up to that point in the course. For students whose final assessment results could influence their grade in the class, an alternative time may be arranged individually. [DL courses may need special wording.]

Grading

The following will be used to determine your grade in this course:

	%
Quizzes	
Homework	
Participation	
Exam #1	
Exam #2	
Final	
Total	100

The following scale is used to assign course grades:

Percentile Range	Grade
91-100	A
81-90	B
71-80	C
61-70	D
Below 61	F

Note: A final grade of "D" or "F" is not acceptable for this course if it is required for graduation or as a prerequisite for other courses. A final grade of "D" or "F" requires repeating this course.

Late/Make-up/Re-take Policies

[Instructors must clearly state late/missed/failed policies in their syllabus. Your policy will depend on the type of assessment measurements you use for your course. You must have a policy for each assessment measurement listed in your syllabus. Some suggested examples are listed below:

Makeup Quizzes/Exams
- Drop one quiz/exam score for the term.
- Offer an optional cumulative, make-up exam one week before the final exam that can be used to replace the lowest exam score.
- Require that the student make up the exam within a stated period of time with a penalty attached (e.g. the high grade allowed is 71 percent or ten percent penalty assessed).
- Offer a comprehensive final to replace one missed test or one test score.

Late Assignments
- Accept late assignments up to "x" hours after due date with an "x" point penalty assessed (per hour, per class session, etc.)
- Late assignments receive a deduction of "x" percent. Assignments more than one week late are not accepted. Partially completed homework is not acceptable and receives a zero.
- Drop one assignment grade and do not accept late assignments.

Course Codes & Policies

Student Behavior:
As a member of this classroom, students are responsible for understanding and adhering to the CNM codes and policies that govern and prescribe acceptable student behavior. The codes and policies of this course are governed by the Student Code of Conduct found on the CNM website at https://www.cnm.edu/depts/dean-of-students/student-code-of-conduct

If a student behaves in a manner that is disruptive to the educational process or violates any other provisions of the Code of Conduct, this behavior will (generally) first be addressed by the instructor. If the behavior continues, or escalates, this behavior will be reported to the Dean of Students for appropriate disciplinary action. If a student demonstrates behavior that is a violation of the Code of Conduct, CNM instructors may require the student to leave the classroom. Should this occur, the incident will be reported to the Dean of Students for further disciplinary action.

Academic Dishonesty:
Academic dishonesty hurts everyone involved. Forms of dishonesty are collaboration during in-class exams; receiving assistance from others on take-home quizzes and exams; sharing completed assignments. The Dean of Students will be notified of any instances of academic dishonesty.   For more information go to: https://www.cnm.edu/depts/dean-of-students/academicdishonesty.html

Student Resources/Advisement/Graduation

Special Needs:
The Disability Resource Center is a department that can provide students with documented disabilities the accommodations they might need. It is also a department that can help students who think they might have a disability. Students needing accommodation in an academic setting must contact Disability Resource Center at 224-3259 or at https://www.cnm.edu/depts/disability-resource-center

The School of Applied Technology (AT) academic advisor is located at Main Campus in Ted Chavez Hall, Room 100, (224-3712). The AT advisor specializes in the programs offered through AT and is available to assist you in planning your schedule, evaluating your program of studies and completing graduation audits/checklists.

AT has a listing of resources and links for advisement and graduation that can be found at http://www.cnm.edu/depts/at/about/at_resources.php

The Achievement Coach (224-3340) is available to all AT students. The Achievement Coach's main job is to help students find the answers to questions concerning classes and issues involving college and life. The Achievement Coach helps with the following: program and course information, campus and community supports, balancing school, family and work, life changes and obstacles, and graduation information.

Tentative Class Schedule

Syllabus & Class Schedule: The syllabus and class schedule are subject to change by the instructor. Changes will be made with as much advance notice as possible.
[**Required:** Include a tentative Class Schedule with Class Meeting Dates; Topics of Coverage; Readings; and Exams] [**Required Language: Important dates, deadlines, and the last day to drop this course can be found at http://www.cnm.edu/depts/enrollment/registration/importantdatesanddeadlines.php and includes holidays.]**

[**Suggested:** Include Assignment and Project Due Dates.]

Optional Items: [Faculty: All items below may be added at your discretion.]

Will there be any labs for students to access for AT?

Electronic Devices in Class [Faculty: See below re DL Courses.]
All cellular telephones, pagers and beepers must be turned off or switched to silent or vibrate mode. During class, all pagers and cell phones are to be placed in your backpack or purse and not on the table or desk. Electronic entertainment devices are to be turned off and head phones removed.

DL Courses
Syllabus should reflect appropriate instructions for the online environment.

[Faculty: All items in the below optional Student Acknowledgment may be modified as deemed appropriate. You may leave as a "tear-out" or remove the dashed lines and make a page break, therefore, forcing the Student Acknowledgment onto a new page.]

―――

Student Acknowledgment
(Please return to instructor at next regularly scheduled class meeting.)

I have read and understand the Course Syllabus. The Course Syllabus is designed to assist with my learning and enhance my opportunities for student success.

Course Name:			Section Number:		CRN:	
Instructor's Name:			Office Hours:			
Student's ID#:		Phone #:		CNM Email:		
		Alternative Phone #:		Alternative Email:		
Student's Major:			Certificate(s) Desired:		Term/Year of Graduation:	
			Degree Desired:		Term/Year of Graduation:	
Student's Name:			Student's Signature:			

Addendum B - "How to Survive and Thrive"
Essential Preparations for Faculty

Welcome to the start of a fresh, new semester. We'd like to help you prepare for the journey with a checklist of essentials. Please visit our website, https://www.cnm.edu/depts/ctl/cooperative-teaching-learning, *for other resources for new faculty.*

Best wishes for a great semester,

Your colleagues on the New Faculty Support Team

Two Weeks Before Classes Begin

Parking

The first-week-of-the-term parking can be especially hectic! Here's how to prepare:

☐ Review your campus map, http://www.cnm.edu/depts/parking/Images, and determine where you plan to park. All vehicles must display a CNM parking permit. Permits are free, although the Main Campus has both free <u>and</u> paid parking lots—your choice.

☐ <u>To register online for a free permit for General Parking Lots</u>: from cnm.edu, log in to "*my*CNM" and in the "Parking Services" box, click on "CNM Parking Permits," then follow instructions.

☐ <u>To purchase a permit for Paid Parking Lots</u>: http://www.cnm.edu/depts/parking/parking-at-cnm.html.

Course Materials

<u>Textbooks</u>

☐ Check with your Associate Dean or Faculty Chair for textbook procedures and procurement.

☐ As a follow-up, you may want to check the CNM Bookstore site, http://www.bkstr.com/centralnewmexicoccstore/shop/textbooks-and-course-materials, to confirm that your textbook order is correct and available to students. If it is not, contact your school regarding how to proceed. (Be sure to check with your AD or Faculty Chair first!)

Copies/Handouts

Identify your first day handouts for class (for example: course syllabus). These materials can be emailed to CNM's Duplicating and Postal Center (DPC) and picked up later, or be delivered to your office. See http://www.cnm.edu/depts/duplicating-postal-center for procedures.

☐ Send documents to DPC.

NOTE: the beginning of term is a very busy time. Ensure you have a two-day lead time.
For example: email your documents by Wednesday noon for completion by Friday.

Syllabus

☐ Check with your department/school on any requirements for use of a master syllabus.

☐ You will need to individualize it with your contact information, as well as your grading policies and schedule of assignments.

Use the following documents/information, from the cnm.edu website, to ascertain important dates to include on your syllabus:

- CNM Academic Calendar: in the Schedule of Classes
  http://www.cnm.edu/depts/marketing/academic-calendars
- Final Exam Schedule: check with your Associate Dean or Chair to find out when finals are scheduled for your academic school.
- Academic Affairs Dates to Remember: in Key Processes
  http://www.cnm.edu/depts/academicaffairs/AA_key_processes.html

☐ Finally, you may either email your syllabus directly to your students (best to wait until a day or so before classes begin, as your Class List may change), or send it to the DPC for copying, for handing out on the first day of class. (See "Course Materials: Copies/Handouts" section.)

To email your syllabus to your class, from cnm.edu, log on to *my*CNM, "My Courses" tab, select your class in the Faculty Dashboard box, then select "Email" and follow the rest of the prompt options.

Please note: just before classes begin, there may be some discrepancies between the students listed on the "My Courses" email list, and the Banner system (where your official Class List is), so please be aware that there may be a few students who miss any "before-classes-begin" emails. These discrepancies end after registration ends.

Faculty ID Card

☐ You will need to procure a Faculty ID card (it's a picture ID). The Central ID Office is located at Main Campus, 900 University Ave. SE, phone: (505) 224-4647**.** The operation hours are Monday - Friday, 8:00 am - 5:00 pm. Human Resources will give you the information necessary to procure your CNM Faculty ID.

Communications

Email Set-Up and Usage

☐ You will be issued a cnm.edu email account by Human Resources. If you have any questions or problems with its start-up, please call the IT Help Line at 224-HELP.

It is important to regularly check your email, so as to receive important information from your school, and stay in touch with your students. You will also be notified of any voicemails through your email (and can listen to them from your computer).

Access

Non-CNM devices can access your email via webmail.cnm.edu.

Emailing Your Class

All students receive a cnm.edu email when they are admitted. To email your class, from cnm.edu, log on to *my*CNM, "My Courses" tab, locate the Faculty Dashboard box and appropriate class, then select "Email" and follow the rest of the prompt options.

Please note: just before classes begin, there may be some discrepancies between the students listed on the "My Courses" email list, and the Banner system (where your official Class List is), so please be aware that there may be a few students who miss any "before-classes-begin" emails. These discrepancies end after registration ends.

☐ Email the students in your classes to welcome them and to start the semester off with a positive, personal contact.

Voice Mail

☐ You will be issued a phone number with your own five-digit extension.

☐ You may either set-up your own personal "answer" message (instructions will be included on how to set it up when you receive your phone number) or use the automatic one that is the default.

In addition to checking for voice mails through a phone, any voice mails you receive will also be sent to your CNM email account, where you can listen to them through your email.

myCNM (Faculty & Advisors Tab)—website for Faculty Use on cnm.edu web site

General Usage

☐ During New Faculty Orientation, you were able to practice a number of common usages. You may want to take some time to re-familiarize yourself with *my*CNM (Faculty & Advisors Tab), and its applications.   You may want to refer to "Web for Faculty Step-by-Step Instructions," which can be accessed by going to cnm.edu, logging onto "*my*CNM," Faculty & Advisors, "Web for Faculty" box.

Course Web-Enhancement Options

Each CRN comes with a CNM Learn (Blackboard) shell. If you would like to use CNM Learn, Share Point, or other web-enhanced options, but need help learning how to do so, attend a free CTL (Cooperative for Teaching and Learning) Workshop on these subjects.

☐ See professional development offerings on http://www.cnm.edu/depts/ctl.

Off-Campus Access to Files

Files.cnm.edu

"Files.cnm.edu" allows faculty and staff to access their CNM files stored in the "My Documents" folder from off-campus computers. Files can be downloaded and uploaded to and from their CNM account.

One Week Before Classes Begin

Help Lines

Enrollment Services

For a real, live person to answer your questions about how to maneuver the online "Web for Faculty" functions (registration overrides, overfills, wait lists, late enrollment, dropping students or any other enrollment service), call:

FACULTY HELP LINE: 224-3208.   Open M - F, 8:00 am – 5:00 pm

This help line is staffed by the Records Department in Enrollment Services.

IT (Information Technology Department)

Need help with online access to all things CNM? The IT Help Line has a real, live person you can talk to: 224-HELP (224-4357).

Your Office Space

You will use your office area to check email, voicemail, check your mailbox, make smaller quantities of copies (larger orders should be sent to the DPC—Duplicating and Postal Center—see "Course Materials: Copies/Handouts"), store class materials, and file student papers.

☐ Determine where your office cubicle is located.

☐ Office supplies (pens, pencils, paper, post-its, etc.) are supplied to you. Check with the Administrative Coordinator for your office building or school.

Your Office Hours

☐ You will need to enter your office hours online. Check with your school for the number of office hours you are required to keep.

From cnm.edu, log on to "*my*CNM" and click on "Faculty & Advisors" tab. Use the "Web for Faculty" menu, beginning with the "Faculty Schedule" box, and follow the prompts, using your class information.

Your Classroom

Accessing:

☐ Identify on a campus map where the building is located: http://www.cnm.edu/maps-and-directory/maps-directory

☐ Find your room number from the Schedule of Classes, http://www.cnm.edu/student-resources/class-schedule/scheduleofclassesmain.html, beginning with the "Class Schedule" link and inputting your class information until you reach the "Class Schedule Listing" page, where the room number will be listed under "Where."

☐ Check with the Administrative Coordinator for your office building or school to determine the type of entry: key, swipe card or Security Officer. You can always call security to open the room (non-emergency dispatch) 224-3002, or from a campus phone: x 4-3002.

Classroom Supplies:

☐ Dry erase markers, erasers, etc. are supplied for your use. Check with the Administrative Coordinator for your school, or the Admin Support in office spaces at other campuses.

Audio-Visual and Media Equipment:

Your classroom may already be equipped with a podium, microphone, computer, DVD player, VHS player, projector, and other audio-visual equipment.

☐ Visit your classroom to ascertain what equipment is available.

Other classrooms will not have this equipment permanently in the room. To use these resources, you will need to order a podium, microphone, COW (Computer on Wheels, which includes LCD video/data projector, computer, VHS/DVD player, and speakers, on a cart), etc., for each session that you want them.

☐ If needed, call Audio Visual Services, and they will deliver, set-up and pick-up (for return) all equipment for you.

Please note that you will need to stay in your classroom, with the equipment, until an AVS staff member returns for pick-up, at the pre-arranged time. Listed below are the contact numbers:

Main Campus	224-3306	Rio Rancho	224-4921
Montoya	224-5746	ATC	224-5139
Westside	224-5322	WTC	224-5200

You may also call the preceding numbers for any help you may need in using the equipment, or to troubleshoot any glitches, even during class time.

Security/Safety/Emergencies

If an emergency arise during your class, medical or otherwise, you may contact the EMERGENCY LINE of CNM Security by calling:

From a classroom phone: 911
From an outside line: 224-3001

☐ Make a note of these phone numbers and put them in a readily accessible place to keep with you.

The Friday Before the Week Classes Begin

Student Lists

Waitlist

If a class is full (closed), students may put their names on an "electronic waitlist." Registration Waitlists will be turned off about two days before the start of the Part of Term (POT) for the class. In other words, they turn off the Friday before the week the class begins, whether the class starts on Monday, Tuesday, or even Saturday.

Be sure to print out your Wait List (logon to *my*CNM → Faculty & Advisors-→, Web for Faculty→Summary Wait List), before it disappears.

You may use this Wait List as a guide for whom to give permission to register late for your class (see "First Week of Class, Late Registration"). However, being on the Wait List does not guarantee registration in a class. You DO NOT have to enroll students late into your class.

☐ Download Wait List.

The Day Before Classes Begin

Student Lists

Class List

You will need to take attendance in class so that you will know who to drop for non-attendance. You may want to wait until the day of/before classes, as class lists may change, depending on students' registering and dropping/adding.

☐ Download your Class List, which can be accessed from cnm.edu, "*my*CNM," Faculty & Advisors tab, Web for Faculty.

First Day/First Week of Classes

First Day of Class

Arrive Early

☐ Be sure to arrive early on the first day so that you can set up, greet your students and troubleshoot any last-minute issues.

Overfills

☐ Check with your school for procedures on when to allow overfills and how to process them. You can register students for your class after the registration deadline by filling out the Late Registration form online. Students cannot register themselves after registration has ended.

Drop Student No-Shows

Check with your school to confirm the drop policy—some schools drop after the first missed day, and some wait until the end of the first week of class. See CNM's full Attendance Policy here: www.cnm.edu/depts/enrollment/registration/attendance.html

"Enrolled students who miss the first class meeting and have not contacted the instructor or who miss two consecutive class meetings in the first week may be dropped from the course."

To Drop: from the cnm.edu website, log on to "*my*CNM" and use the Faculty & Advisors tab, "Web for Faculty Menu," the "Drop Students" function.

☐ Drop any students who did not show up for class.

Reflect

☐ At the end of the day: reflect on how your first class went. Celebrate what went well and think of parts that you may want to improve for the next class. Remember, instructors are always working on improving their teaching practice. Decide if there is anything you plan on doing differently in the next class and work through how you will make that happen.

First Week of Class

<u>Late Registration</u>

Students cannot register for your class after regular registration is over. After the first day of class, you cannot register students either. You must fill out a Student Registration Appeal from the Academic Affairs website and send it to your Associate Dean to process.

☐ Check with your school for the appropriate procedures for Late Registration.

<u>Grade Book</u>

You may want to create your grade book, now that you have a list of all your students. On your "Class List" page is an option for a "Faculty Class Download." If you use this option, an Excel Spreadsheet will be generated that can be used for your grade book set-up. (See "Student Lists: Class List" section.)

☐ Create your grade book.

At the End of the First Week of Class

<u>Finalize Class List</u>

☐ After registration ends, finalize your Class List, and make sure that all students attending your class are on your official Class List. You may not allow anyone to attend your class who is not on your Class List.

<u>Drop Student No-Shows</u>

Check with your school to confirm the drop policy—some schools drop after the first missed day, and some wait until the end of the first week of class. See CNM's full Attendance Policy here: www.cnm.edu/depts/enrollment/registration/attendance.html

"Enrolled students who miss the first class meeting and have not contacted the instructor or who miss two consecutive class meetings in the first week may be dropped from the course."

To Drop: from the cnm.edu website, log on to "*my*CNM" and use the Faculty & Advisors tab, "Web for Faculty Menu," the "Drop Students" function.

☐ Drop any students who did not show up for class.

Faculty Weekly Schedule (for full-time faculty only)

Full-time faculty are required to submit a weekly schedule. For more information, please see:
http://www.cnm.edu/depts/academicaffairs/Fac_schedule.html

☐ Submit Weekly Schedule

Evaluation of "New Faculty Orientation" Session

Now that you have experienced the beginning of classes, and the preparation time leading up to it, you may have a better idea of what additional information you may have needed. To that end, we would appreciate your feedback!

You will be emailed a BRIEF evaluation of the two-hour New Faculty Orientation that you attended several weeks prior to the beginning of classes.

☐ Once received, please take a moment to fill out this anonymous evaluation, so that we may improve the orientation process, to better serve the needs of our new faculty members.

Addendum C - CNM Acronyms

AACD – Academic Advisement and Career Development
ABE – Adult Basic Education (aka AE)
ACE – Assistance Centers for Education (Tutoring Services for students)
AQIP - Academic Quality Improvement Program
AT – School of Applied Technologies
ATC – Advanced Technology Center
AVS – Audio Visual Services
Bb – Blackboard
BIT – School of Business and Information Technologies
CCC – Curriculum Change Committee
CHSS – School of Communications, Humanities, & Social Sciences
CTL – Cooperative for Teaching & Learning (faculty professional development)
CSE – College Success Experience
DL – Distance Learning
DPC – Duplicating and Postal Center
DRC – Disability Resource Center
ESL – English as a Second Language
FERPA – Family Educational Rights and Privacy Act
FLaC – Faculty Load and Compensation
GED – General Educational Development
HR – Human Resources
HWPS – School of Health, Wellness, and Public Safety
IT –Instructional Technicians
ITS – Information Technology Services
JS – Jeanette Stromberg [Building]
JLS – Job/Life Skills
JMMC – Joseph M. Montoya Campus, aka Montoya
KC – Ken Chappy [Building]
MS – Max Salazar [Building]
MSE – School of Math, Science and Engineering
NFI – New Faculty Institute (CTL)
NFO – New Faculty Orientation (CTL)
OCL – Open Computer Lab
PBIR – Planning, Budget, and Institutional Research
RR – Rio Rancho [Campus]
SAAC - Student Academic Achievement Committee
SAGE - School of Adult and General Education
SB – Smith Brasher [Building]
SI – Supplemental Instruction
SRC – Student Resource Center
SSC – Student Services Center [Building]
SV – South Valley [Campus]
TANF – Temporary Aid for Needy Families
TLOL – Teaching and Learning Online (online certification course)
WRAC – Writing and Reading Assistance Centers
WS – Westside [Campus]
WTC – Workforce Training Center

Addendum D - Web for Faculty Resource Guide

Can be found at:

http://www.cnm.edu/depts/academic-affairs/documents/WebForFacultyHandbookFinalUpdate0514.pdf